



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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☆☆  
GLENN K. RIETH  
*Major General*  
*The Adjutant General*

**DEPARTMENTAL BULLETIN NO. 4**

**18 April 2006**

**STATE SUPPLY ROOM – HOURS OF OPERATION**

This bulletin applies to all state employees, offices and agencies within the New Jersey Department of Military and Veterans Affairs (DMAVA) Headquarters facility and Veterans Services Offices concerning supply request procedures and hours of operation for the DMAVA State Supply Room located at 101 Eggert Crossing Road, in Lawrenceville, NJ.

Effective **24 April 2006**, Supply Room hours of operation will be as follows:

Monday – Thursday	8:30 am – 2 pm
Fridays	Closed
Alternate SDO Mondays	Closed

Employees are required to submit routine supply orders three to five days in advance using DMAVA Form 7, Request for Consumable Office Supplies. Copies of this form, as well as the complete list of available supplies, can be downloaded from the DMAVA website from the following locations:

State Administrative Supply List  
<http://www.state.nj.us/military/publications/forms/SupplyList.pdf>

DMAVA Form No. 7 (Consumable Office Supply Request)  
<http://www.state.nj.us/military/publications/forms/InternalSupplyForm.pdf>

All administrative supply requests must be submitted to the Chief, Administrative Services Bureau (IASD-ASB), Barbara Dearden for approval. Emergency requests during non-operational hours will follow the same procedure. Individuals, offices, and agencies will be notified by the Supply Room Manager, Mr. Dick Danner, when orders are complete and ready for pickup.

Questions or inquiries concerning this bulletin should be addressed to Barbara Dearden, telephone (609) 530-6898 or email to [barbara.dearden@njdmava.state.nj.us](mailto:barbara.dearden@njdmava.state.nj.us).

19 April 2005

OFFICIAL:

GLENN K. RIETH  
Major General, NJARNG  
The Adjutant General

A handwritten signature in black ink, appearing to read "David S. SNEDEKER", with a long horizontal line extending to the right.

DAVID S. SNEDEKER  
Chief Information Officer  
Acting Director, Information and  
Administrative Services Division

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